

Hope Community Charter School-08006086 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	Hope Community Charter School-08006086	305	02/14/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:48 AM CAP Accepted				
	Corrective Action Plan: Submitted by TRACY FOEDISCH 02/12/2024 01:18 PM The recommended policy(Form #204 & #205) for Breakfast and Lunch Offer vs. Serve will be utilized at Hope. They will be presented to the Board of Trustees at the March 2024 Trustee meeting. The policies will also be posted in the cafeteria for staff to see and read. Attention grabbing signage about offer vs. serve will be posted where students can learn about the policy as well.				
	For school year 2024/25 Hope plans to move to a "serve only" breakfast which is served in the classrooms. Lunch will remain "offer vs. serve" and be served in the cafeteria in larger groups Staff will be trained during summer professional development about proper implementation of the new breakfast procedures. This will accompany regular food service training that the staff receives yearly about counting meals served to students.				
	Flagged by Amy Martin 01/12/2024 01:46 PM While the SFA currently participates in Offer versus Serve for both breakfast and lunch, there is currently no policy outline the procedures, which is required. Sample Offer versus Serve policies can be found on the NJDA forms page (https://www.nj.gov/agriculture/applic/forms/). Form 204 is for breakfast and form 205 is for lunch. Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	Hope Community Charter School-08006086	800	02/14/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:47 AM CAP Accepted				
	Corrective Action Plan: Submitted by TRACY FOEDISCH 01/30/2024 01:35 PM The new non-discrimination statement has been placed on Hope's website. It is under the "parents" tab.				
Flagged by Amy Martin 01/12/2024 01:43 PM					
The SFA must use the most current non-discrimination statement on all program materials made available to the public, and on the SFA's website. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf					
The current USDA Non-discrimination statement is not on the SFA's website.					
Explain, in detail, how the correct non discrimination statement was incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	Hope Community Charter School-08006086	803	02/14/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by TRACY FOEDISCH 02/12/2024 12:58 PM				
	<p>Form 148, will be available in the main office of the school. The front office staff, administrators, and staff will be made aware of where to locate the complaint form if needed.</p> <p>A section will be added to the family handbook about complaints and the form will be put in parent/family handbook.</p>				
Corrective Action History	Flagged by Amy Martin 01/12/2024 01:44 PM				
	<p>SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: www.nj.gov/agriculture/applc/forms/#5. Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	Hope Community Charter School-08006086	1002	02/14/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:48 AM CAP Accepted				
	Corrective Action Plan: Submitted by TRACY FOEDISCH 02/12/2024 02:21 PM Hope Community Charter School has drafted a new Wellness Plan. The plan will be presented, reviewed, and adopted by the Board of Trustees at the March 21, 2024 meeting. The proposed plan is attached to this Corrective Action Plan. After adoption the Wellness Plan will be included in the policy manual and shared with key figures in the implementation of the plan including but not limited to the chief school administrator, food service director, cafeteria staff, physical education teaching staff, and the school nurse. The new Wellness Plan will be displayed on the school website as well.				
	Corrective Action Plan: Rejected by Amy Martin 02/12/2024 01:59 PM per your request				
	Corrective Action Plan: Submitted by TRACY FOEDISCH 01/30/2024 02:01 PM All staff involved in the completion of productions records have been trained on the proper way to record components and quantities. We are now making sure that all components are listed on the production record and all received and served quantities are recorded in detail.				
	Flagged by Amy Martin 01/12/2024 02:08 PM The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting. The last update to the Local Wellness Policy occurred in 2013. Regulations have changed drastically since then and the policy must reflect the current regulations and requirements. The most current USDA requirements can be found on the USDA website https://fns-prod.azureedge.us/sites/default/files/cn/SP24-2017os.pdf				
	Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	Hope Community Charter School-08006086	1213	02/14/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:47 AM CAP Accepted				
	Corrective Action Plan: Submitted by TRACY FOEDISCH 01/25/2024 03:20 PM Plans are underway to hire a new staff member who will administer the food program. Hope Board of Trustees will be approving the hire of a Business Office Manager who will manage the food service. They will complete 8 hours of food safety training within the first 30 days on the job. The current director will be leaving the position at the end of this school year. Flagged by Amy Martin 01/12/2024 01:40 PM The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or the SFA can choose their own online or in person training resource to obtain the required food safety training. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date when the food safety training will be completed.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Hope Community Charter School-10522	409	02/14/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:48 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by TRACY FOEDISCH 02/12/2024 01:08 PM</p> <p>This deficiency was corrected immediately. The food vendor has upgraded the productions records to list each item offered during served in during any meals. The cafeteria staff and administrator were schooled on the proper method to record meal components on production records. Administrative Reviewer Team demonstrated proper completion of productions records which was very helpful. Production records will be checked regularly to ensure that they are maintained correctly.</p> <p>Implementation of correction: January 10, 2024</p>				
	<p>Flagged by Kaitlyn Matthews 01/12/2024 02:06 PM</p> <p>At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all required components of the reimbursable meal, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>Although production records were available for review of both breakfast and lunch, they do not support that all meal components were available to students. Milk was not documented as an available component any day for breakfast or lunch during the review week. In addition, at breakfast, when the unitized meal was not offered (ie. Frudel) no other components are recorded on the production record.</p> <p>All breakfasts and lunches claimed during the review week (Oct 23-27, 2023) are disallowed.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged